NC Report Cards
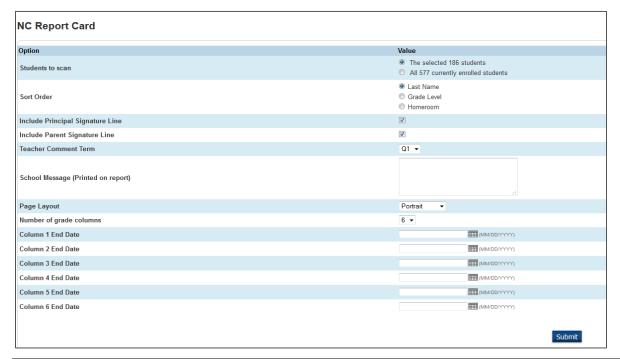
Report Cards are run at the school level at the end of each reporting term. Grades must be stored prior to running the report cards.

Navigation:	Start page > Reports > State Reports > NC DPI Reports > North Carolina Report Card

Important: Report cards must be run at least one day AFTER grades are stored in order for the report to pick up the information.

If the user has access to more than one school it is important to make certain the correct school is selected from the **School** field on the Start page.

1. On the `NC Report Card` screen, enter the information for each of the following fields:

   a. `Students to scan` = All students in the school or a selection of students

   b. `Sort Order` =

      i. `Last Name` – sorts students by their last name

      ii. `Grade Level` – sorts students by grade level

      iii. `Homeroom` – sorts students by their homeroom

      Note: The `Homeroom` field is populated on the Modify Info screen.

   c. `Include Principal Signature Line` = check to include a line for the principal's signature

   d. `Include Parent Signature Line` = check to include a line for the parent's signature

   e. `Teacher Comment Term` = select the term from which to include teacher comments on the report card.

   f. `School Message (Printed on report)` = type in a message to be printed on each report card.

   g. `Page Layout`

      i. `Portrait` = allows the maximum of 6 end date columns

      ii. `Landscape` = allows the maximum of 8 end date columns

   h. `Column End Date` – This date **MUST be the day after the Permanently Stored** Marks Process was completed. (E.g. if grades were stored on 9/26/2013, the date entered in this column must be at least 9/27/2013).

Important: When storing grades for track schools, be sure the track for which you are storing is selected on the Permanently Store Marks Form. If you are running the report card for a track, be sure the dates line up with the store dates for the specific track, or the marks will appear to be in the wrong columns on the report card. The dates of these columns look at the Permanently Stored Mark date to determine in which column the marks appear.

2. Click `Submit`.